

04M-2-1

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Office of Inspector General Study of Agency Boards of Review

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|--|------------|-----------|--------------------|---|
| FROM: Deputy Director of Central Intelligence | | EXTENSION | NO. | |
| | | DATE | | |
| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
| | RECEIVED | FORWARDED | | |
| 1. Deputy Director for Administration 7D-24 Hqs. | 4 JAN 1982 | | | 5. Please prepare a response for Mr. Fitzwater's signature re the points mentioned in para 4 of Admiral Inman's memo. May I have the response by 22 February? [s/ John [] Distribution: 0 - D/OL 1 - D/FIN (OF portion of DDCI memo only) 1 - DDA Subject EO/DDA/ba(4Jan82) |
| 2. A D D A | | | | |
| 3. D D A | 5 JAN 1982 | | | |
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| 5. D/Logistics | | | | |
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| 81-1308/8 |

31 DEC 1981

MEMORANDUM FOR: Deputy Director for Administration

FROM: Deputy Director of Central Intelligence

SUBJECT: Office of Inspector General Study of Agency
Boards of Review

REFERENCE: Your Memorandum of 27 October 1981, Same Subject

1. I have reviewed your response to the Inspector General's study. The reply from the Director of Finance was completely satisfactory.

2. In response to the Inspector General's suggestion that senior managers ensure that the Performance Appraisal Report of employees and supervisors (including COSs and COBs) responsible for cash management include a statement on how well that responsibility is carried out, OF suggested that it would be more appropriate for the DDO/CMS to respond as to what procedure will be employed to implement this suggestion. I agree and have asked the Deputy Director for Operations to implement this suggestion.

3. The study suggested that "the Director of Finance revise regulations to have 'Agency funds' lost, stolen or missing in a single incident settled by the Board of Review." The Office of Finance replied that adjudication of some of these cases requires close coordination between the Offices of Finance and Logistics. I suggest that you take the lead in ensuring that any coordination problems between OF and OL on these matters be resolved promptly.

4. The response from the Director of Logistics concerning the Headquarters Claims Review Board is incomplete. While some of the actions taken are satisfactory, no action appears to have been taken on other suggestions. For example:

- The policies I established in my answers to the questions posed on pages 5 and 6 of the Inspector General's inspection report have not been reduced to writing.

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- HR Claims for Lost, Damaged, or Destroyed Personal Property, has not been revised.
 - The Director of Logistics' comment that the concept of "incident to service" has been broadened to give additional protection for losses incurred by TDY personnel (as suggested on page 13 of the inspection report) lacks specificity.
 - The appeals process was not discussed in the Director of Logistics' response.
 - The Director of Logistics did not comment on suggestions concerning board membership, codifications of board policies and procedures, a full board review for certain claims denied by unilateral action of the chairman, policy changes, coordination with Directorate of Operations support chiefs, or the preparation of annual reports.
 - The Director of Logistics' reply to suggestions on training is vague and does not address the issues.
 - The Director of Logistics agreed to prepare a handbook which would assist administrators and employees in submitting claims and to develop a system of field notices to alert people to events or trends which might affect them. His response, however, addressed neither of these matters.
5. Please send me a report by 1 March on the actions OL has taken on the paragraph 4 problems which remain outstanding.

B.R. INMAN
Admiral, U. S. Navy

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SUBJECT: (Optional)

FROM: EO/DDA
 &7D-18 Hqs.

EXTENSION

NO.

DATE

4 January 1982

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TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Finance
 1212 Key Bldg.

1 - FYI and retention.

(The rest of Admiral Inman's memo does not pertain to OF.)

D/OF,

Good job - thanks!

Harry

5 JAN 1982